



EMPLOYMENT OPPORTUNITY
Management Analyst 4
\$4014.00 – \$5266.00 Range: 57

Recruitment # 1298-10 Opens: January 11, 2010 Closes: February 11, 2010

Job Summary

We are seeking to hire a Management Analyst who will become an integral part of a work group entrusted to support, maintain and improve the Washington State Recreational Licensing System known as "WILD." This system serves 1 million customers and generates over 33 million in sales each year through a statewide dealer network and internet sales channel.

This is an opportunity for those who thrive on objective, results oriented work and enjoy creating solutions both independently and through teams. This position provides systems and business consulting support to Region and Agency managers; elicits, documents and validates customer requirements for systems or business functions, creates implementation strategies including communication plans, approves communications and coordinates with agency programs, PIO, Licensing Dealer network and executive management.

Each assignment/project requires the organization of a team, developing a project plan including deliverables and timelines to achieve the desired outcome within a given timeline, and coordination with other systems projects. Specific work includes the project charter describing the goal, objective(s), processes, deliverables, communication and implementation plans. Principal activities also include:

- Researching and recommending system and business process improvements
- Using AdminiTrack to manage software development tickets
- Using pre-established technical and business process documentation to lead and train others
- Gathering and writing user requirements
- Ensuring agency requirements are tracked through all stages of software development
- Developing project activity and communication plans
- Working with agency staff, vendors System/Project Managers and technical team to ensure system stability, promote feature improvement, and complete legacy modules

Working Conditions & Location

This position is located in the Natural Resources Building, Olympia, Washington. Typical hours are 8-5 Monday – Friday and may include nights, early morning and/or weekends during critical project deadlines or peak seasons. Some out of state travel to vendor may be required. Duties require sitting for long periods working with a personal computer. This is a busy and collaborative office environment requiring the ability to remain focused and manage time with frequent interruptions.

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE), which contains a “union security” provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

Competencies and Qualifications

This position requires project management skills combined with knowledge of business processes related to sales and information technology to address business problems/opportunities and write effective business requirements. Well qualified applicants will demonstrate competencies in the following areas:

- Ability to create an approach, assemble resources, and determine business needs.
- Team leadership.
- Ability to write clear, concise, grammatically correct documentation that is effective for the audience.
- Ability to coordinate multiple activities, including assessment of the initial concept, leading the procurement of requirements and data, planning and supporting the business and implementation stages.
- Ability to prepare and deliver effective presentations.
- Knowledge of and ability to properly apply statistical and financial analysis (e.g. cost benefit analysis) methods.
- Expertise with MS Office Suite: Word, Excel, Project and Visio.
- Knowledge of internet technologies such as shopping carts, online forms, web portals, content management systems is helpful.
- Experience in hunting and fishing is also plus.

In addition to the competencies above, an ideal candidate would have the following attributes:

- Inner drive to see work and projects thru completion.
- Pushes creative thinking beyond the boundaries of existing practices and mindsets.
- Has a natural curiosity and desire to dig for information and get to the bottom of things.
- Can operate independently, but enjoys working in a team environment.
- Is a self starter and takes responsibility for their success or failures.
- Strong customer focus and effective communication skills.
- Ability to lead with minimal direction.
- Proven aptitude for business and technology.

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Required Qualifications: A bachelor's degree in Business, Social Sciences, Information Technology or related field and three years of experience conducting research related to business processes and software systems is required. This experience must include producing Business Analyst work products (for software development) such as: user requirements, functional requirements or business requirements documentation. Classroom training in Project Management or a PMP certification or equivalent is a plus for this position.

How to Apply:

Submit a completed and signed state application, cover letter, and detailed resume describing how you meet the qualifications and competencies listed above. For each relevant position held, specify employer, title, length of service, and key duties performed. Also describe degrees or other formal training you have completed.

Send your application materials to:

Margaret Gordon, Recruitment Specialist
Human Resource Office, Department of Fish and Wildlife,
600 Capitol Way North, Olympia, WA 98501-1091
Fax (360) 902-2392

Or deliver in person to our Human Resources Office in the Natural Resource Building,
5th Floor, 1111 Washington St. SE, Olympia, WA.

Or by e-mail to: WDFWjobs@dfw.wa.gov

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.